

**TOWN OF GRANBY  
ATHLETIC FIELDS AND SPECIAL PROJECTS  
BUILDING COMMITTEE  
MINUTES  
MARCH 13, 2012**

First Selectman John Adams welcomed everyone and called the first meeting of the Athletic Fields and Special Projects Building Committee to order at 7:05 p.m.

Present: Ronald Durej, Jim Lofink, David White, and Ben Perron

Also Present: John Adams, First Selectman; William F. Smith, Jr., Town Manager; Pat Law, High School Principal; Alan Addley, Superintendent of Schools; and B. Scott Kuhnly, Board of Selectman Liaison

John Adams, First Selectman, swore the committee members present into office. Mr. Sansone will need to be sworn in at a later date.

Town Manager Smith explained this is a public agency and therefore will have to follow Freedom of Information rules. He also mentioned that we would be providing some staff support to take minutes of their meetings, post agendas, and distribute information for the committee.

First Selectman Adams reviewed the charge to the committee.

A list of the projects was provided to those in attendance. Mr. Lofink asked about a timetable, to which First Selectman Adams answered there is not a specific timetable in place at this time. As the projects get started, timetables might be established, although the generators, sidewalks, and Pond House already have timetables in place. The sidewalk project is pushed out to 2013 due to grant money being available then.

It was suggested asking James Klase, Director of Public Works and Kevin Clark, Town Engineer to attend a future meeting to discuss the upcoming projects and what's ready to start and when, might be beneficial to this Committee.

The main focus of this group should be the athletic fields project. The Town Manager, Board of Selectmen, and the Director of Public Works will oversee the other projects. These people will continuously inform the Committee as to what is being done and provide details, as appropriate. It was noted that any financial adjustments will need to be approved by the Board of Selectmen.

Mr. Addley stated the High School Electronics Lab will be done by the fall.

There was discussion regarding a Clerk of the Works being hired. Town Manager Smith answered that the Town Engineer could probably do most of this job, but if necessary a Clerk of the Works could be hired for a specific project. In particular, it may be beneficial to have a Clerk of the Works for the Athletic Fields and Stadium project. The Building Official will also be directly involved with each project, where applicable. Professional expertise of those on staff with the town would be tapped first and if necessary others could be hired on a job to job basis.

**ELECTION OF OFFICERS**

After a brief discussion, Ronald Durej volunteered to be the Chairman of this Committee.

### SET REGULAR MEETING DATES

The members reviewed their calendars and schedules and decided to schedule regular meetings on the first and third Tuesdays of each month. These meetings will be held at 7:00 p.m. at the Police Department Community Room. The Board of Education Building can also provide meeting space if necessary.

Alan Addley, Superintendent of Schools, provided handouts of project information. He also had a few sets of plans to share and was able to show the project highlights. He pointed out where the fields, track, bleachers, and softball field will be and where the handicap accessibility to these locations will be. There will be lights for the track and field, a press box (also handicap accessible), scoreboard, and the areas will be fenced. There will be areas left open and earmarked for further uses, for example placement of a storage shed, a ticket booth, or a concession stand – all of which are not part of this project. There is minimal funding designated for contingency costs. The administration fees, and other fees that will be involved with this project will exceed the contingency amount designated. Mr. Addley acknowledged he is aware of this and knows that additional funds will be needed for these expenses. This project is expected to start in the fall and work should move along quickly.

There was a brief discussion about having to obtain bids for this project. To assist the Committee, it was suggested to ask the architect that created the present plans to attend a meeting. Mr. Addley will contact this person and ask him to attend the March 20<sup>th</sup> meeting.

First Selectman Adams mentioned a design build approach for cost savings might be looked at. He also suggested the Committee speak with Ned Allen about the positioning of the backstop, in an effort to retrieve foul balls easily.

Mr. White recommended getting “good” field turf. He feels using the best quality will benefit the town in the long run.

**The next regularly scheduled meeting will be on Tuesday, March 20, 2012, 7:00 p.m. at the Police Department Community Room.**

Town Manager Smith indicated the importance of timelines in respect to having funds available when needed for payment for work done on a project.

It was asked if alternate arrangements have been made for sports programs that would be using fields that will be affected by construction of the new fields. Mr. Addley responded that this has been discussed.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Susan Christian  
Recording Secretary